

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CO-ENROLLMENT OF WIA PARTICIPANTS

The purpose of this bulletin is to transmit the attached "Co-Enrollment Matrix" to assist subgrantees with enrolling Workforce Investment Act (WIA) participants into more than one funding stream.

One of the main tenets of the WIA is partnering to provide participants the best service and offer the widest array of choices. That means participants can be served with multiple funding sources. The attached matrix is a guide regarding how to use the WIA Client Forms—Application Form (WIA EWIR), Enrollment/Registration Form (WIA EWIE), Exit Form (WIA EWIT), and Follow-up Form (EWIF)—to enroll participants in more than one funding stream. Coding the WIA Client Forms correctly when co-enrolling ensures that participants are tracked as they should be, performance outcomes are credited duly, there is no duplication of services, and costs for service are meted out properly.

The attached matrix covers all possible co-enrollment scenarios. Starting on the left, the matrix is in a "decision tree" format. By using the matrix, subgrantees should be able to determine the co-enrollment scenario they are in and code the WIA Client Forms according to the instructions given.

If you have questions regarding the Co-Enrollment Matrix, please contact Damien Ladd, Performance Management Unit, at [dladd@edd.ca.gov](mailto:dladd@edd.ca.gov) or (916) 654-5181. For Job Training Automation (JTA) questions, please contact the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachment

**WIA CO-ENROLLMENT TABLE****NO CO-ENROLLMENT**

<b>Your entity:</b>	<b>And you want to co-enroll into the:</b>	<b>Application Form (WIA EWIR)</b>	<b>Enrollment/Registration Form (WIA EWIE)</b>	<b>Exit Form (EWIT)</b>
May choose not to co-enroll a WIA participant into their program, but can still provide them services.	SAME ENTITY (same 3-letter subgrantee code)	Original provider: no new application	Note the agency code of the provider of the additional services on the enrollment form.	Once all services for the individual have been completed and it is time to exit the individual, make certain all activities have appropriate completion codes, and enter one exit form into the JTA system.
May choose not to co-enroll a WIA participant into their program, but can still provide them services.	DIFFERENT ENTITY (different 3-letter subgrantee code)	New provider: no new application	No enrollment form is required. The new provider is essentially acting as a subprovider and will not receive credit for the individual.	Notify partnering agency when services are completed.

<b>If your:</b>	<b>And you want to co-enroll into the:</b>	<b>Application Form (WIA EWIR)</b>	<b>Enrollment/Registration Form (WIA EWIE)</b>	<b>Exit Form (EWIT)</b>
Project is continuing and services will be provided by another WIA funding source	SAME ENTITY (same 3-letter subgrantee code)	A new application form and eligibility redetermination is not necessary because they tie to the original application form.	A new enrollment form that tracks the additional WIA service will need to be initiated in the new co-enrolled funding source to track the services under that grant code. Complete both enrollment forms using the WIA funding grant code that provides the activities.	Once all services for the individual have been completed and it is time to exit the individual, make certain all activities have appropriate completion codes, and enter one exit form into the JTA system.
Project is continuing and services will be provided by another WIA funding source	DIFFERENT ENTITY (different 3-letter subgrantee code)	A new application form must be entered into the JTA system using the new subgrantee code.	A new enrollment form that tracks the additional WIA service will need to be initiated in the new co-enrolled funding source to track the services under that grant code. Complete both enrollment forms using the WIA funding grant code that provides the activities.	In conjunction with the partnering service provider, once all services for the individual have been completed and it is time to exit the individual, make certain all activities have appropriate completion codes on the EWIE, and enter one exit form for each application for the participant.

<b>If your:</b>	<b>And you want to co-enroll into:</b>	<b>Application Form (WIA EWIR)</b>	<b>Enrollment/Registration Form (WIA EWIE)</b>	<b>Exit Form (EWIT)</b>
Project is ending	Alternate WIA funding stream within the SAME ENTITY (same 3-letter subgrantee code)	New application form and eligibility redetermination is not necessary because they tie to the original application form.	<p>For those activities that the individual has completed, please be sure to use the completion code number 1, "Completed," with the actual completion date.</p> <p>On the original EWIE, for activities that the individual has not yet completed, use completion code number 2, "Not completed/Involuntary," with a completion date of the end of the project. This shows that it is not the individual's fault that the project and its funding has ended.</p> <p>A new enrollment form that tracks the additional WIA services will need to be initiated for the new co-enrolled project. Complete a new enrollment form using the other WIA funding grant code. Use the day after the ending project date as the beginning date.</p>	Once all services for the individual have been completed and it is time to exit the individual, make certain all activities have appropriate completion codes, and enter one exit form for the participant.
Project is ending	Alternate WIA funding stream with a DIFFERENT ENTITY (different 3-letter subgrantee code)	A new application form must be entered into the JTA system using the new subgrantee code.	Enrolled activities on the original application should be coded as outlined above but also enroll the participant into the appropriate non-WIA activity code or co-enrollment code to show that they continue services. Estimate the expected future end date of their service at the other entity.	<p>Non-LWIAs: The State will monitor the estimated end date of the project and will exit the participant based on the activity end date provided on the original EWIE.</p> <p>LWIAs: Once all services for individual have been completed and it is time to exit the individual, make certain all activities have appropriate completion codes, and enter one exit form for each application for the participant.</p>

\*Follow-up will usually be done by the provider that entered the original application